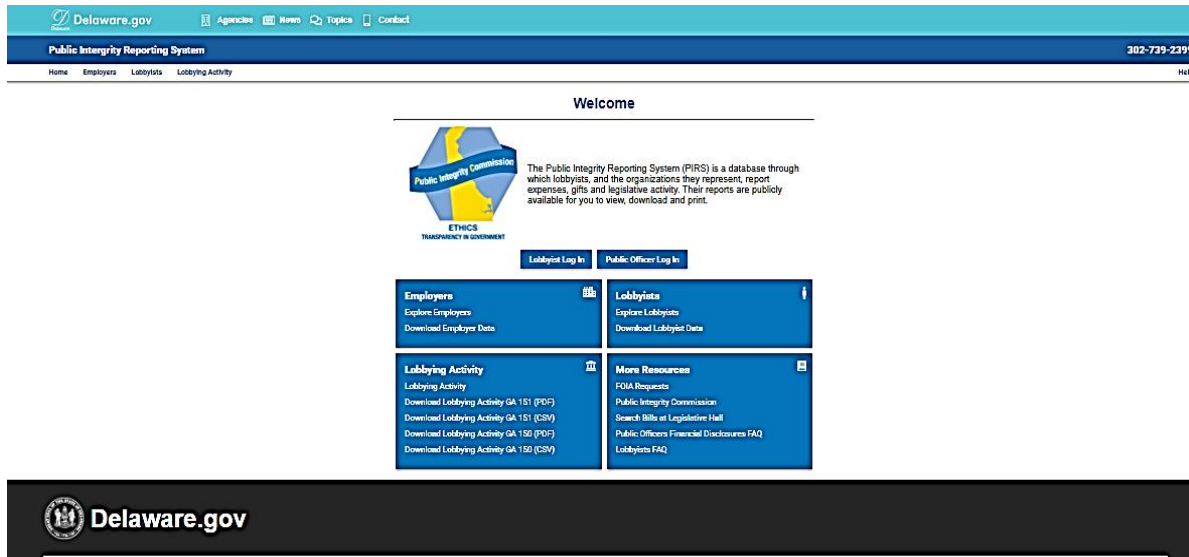


## Account Setup for Non-State Public Officers

If you are a Public Officer or Candidate for public office and are logging into PIRS for the first time using a personal email address (ex. gmail, comcast, verizon), follow the instructions below

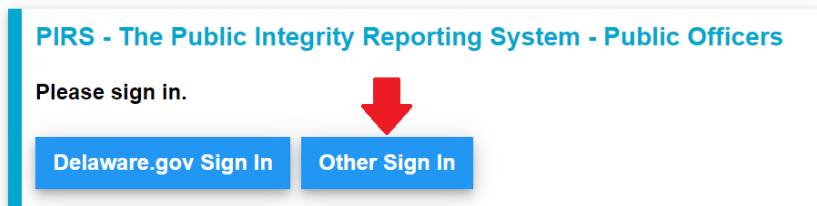
1. Begin by going to <https://pirs.delaware.gov>



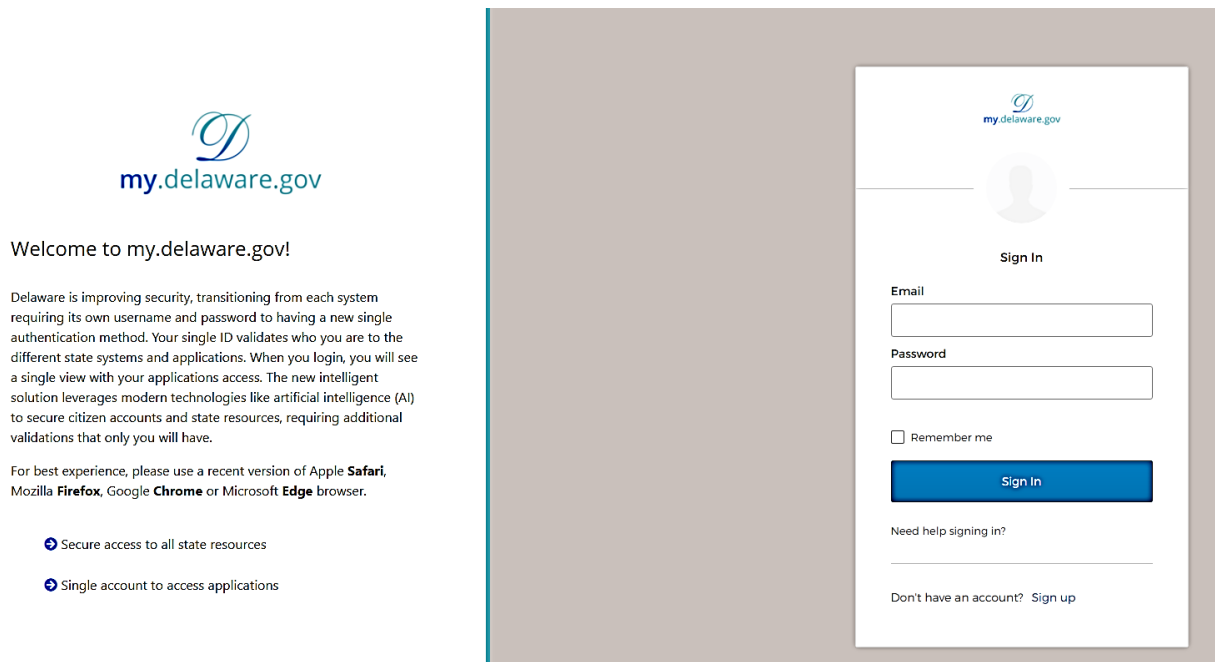
2. Click on the Public Officer Login Button



3. The Login Page will display. Click on the “Other Sign In” button

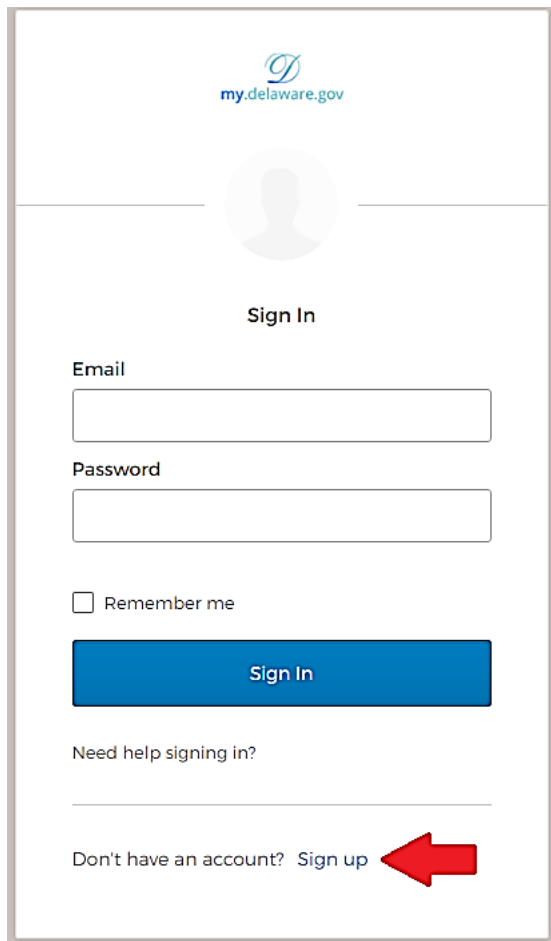


4. You will be taken to the My.Delaware.Gov sign-in page similar to the one below



(Continued on the next page)

5. Click on the “Sign-up” link after “Don’t have an account?” at the bottom of the sign-in area



my.delaware.gov

Sign In

Email

Password

☐ Remember me

Sign In

Need help signing in?

Don't have an account? [Sign up](#)

(Continued on the next page)

6. The registration page similar to the one below will display

**my.delaware.gov**

Welcome to my.delaware.gov!

Delaware is improving security, transitioning from each system requiring its own username and password to having a new single authentication method. Your single ID validates who you are to the different state systems and applications. When you login, you will see a single view with your applications access. The new intelligent solution leverages modern technologies like artificial intelligence (AI) to secure citizen accounts and state resources, requiring additional validations that only you will have.

For best experience, please use a recent version of Apple **Safari**, Mozilla **Firefox**, Google **Chrome** or Microsoft **Edge** browser.

- Secure access to all state resources
- Single account to access applications

**Email**

Email \*

Password \*

Primary phone

First name \*

Middle name

Last name \*

Street address \*

City \*

Zip code \*

State Delaware ▼

Country USA ▼

\* indicates required field

**Register**

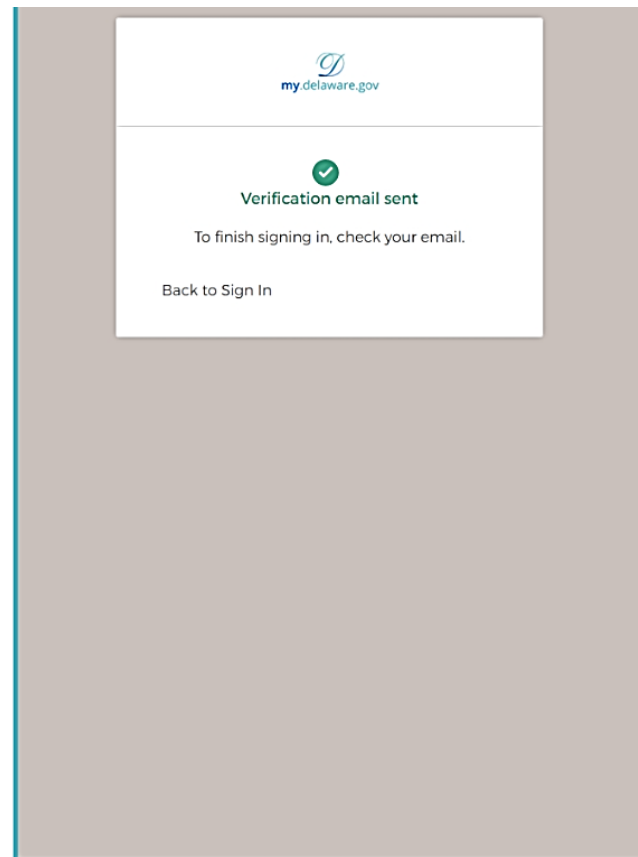
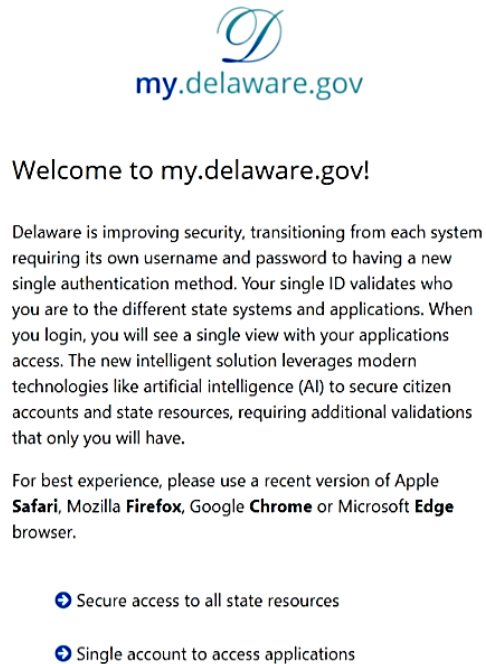
[Back to Sign In](#)

7. Fill in the requested information and click on the “Register” button

- When entering your Primary phone number, just provide the numbers. Ex. 3025551212

(Continued on the next page)

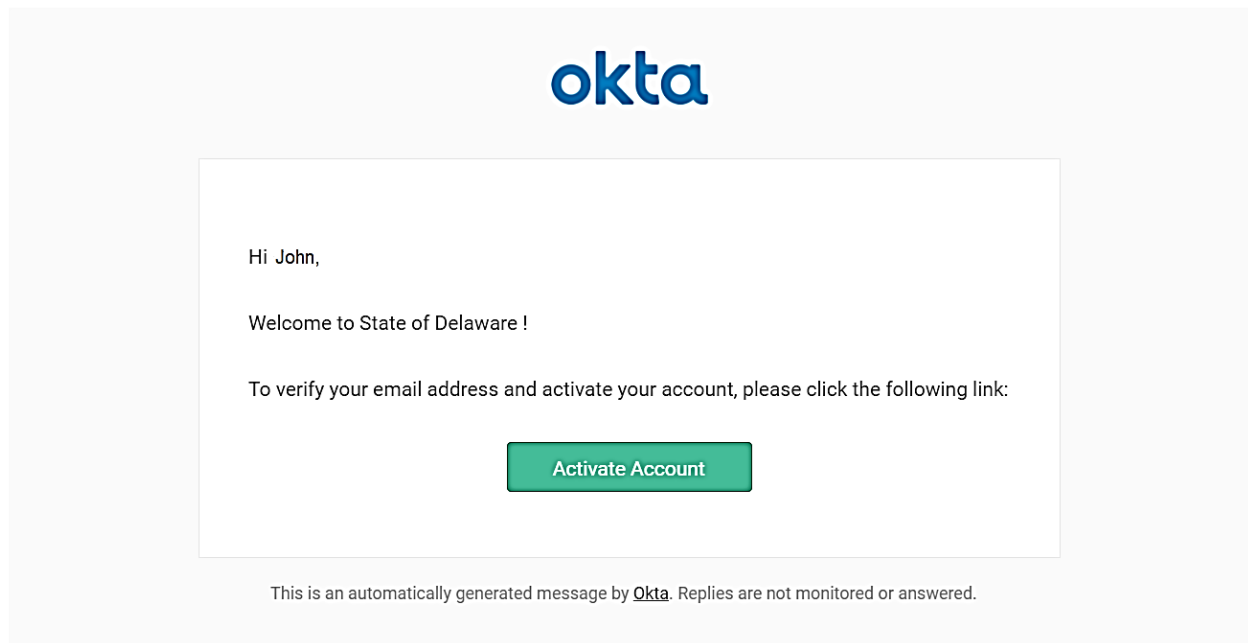
8. Upon successful submission, the registration page will change to the following.



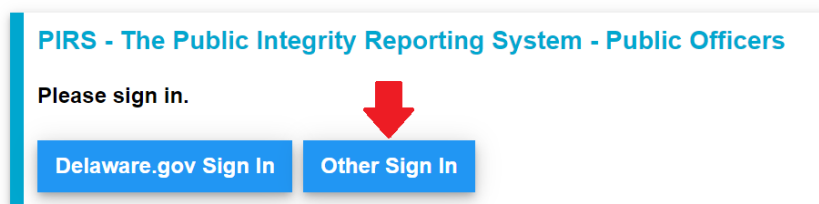
9. You can close this browser tab if you wish.

(Continued on the next page)

10. Proceed to the email account you specified on the registration page and locate the email from My Delaware (NoReply@my.state.de.gov) with the subject line “Activate Account” and open the email. An email similar to the one below will display

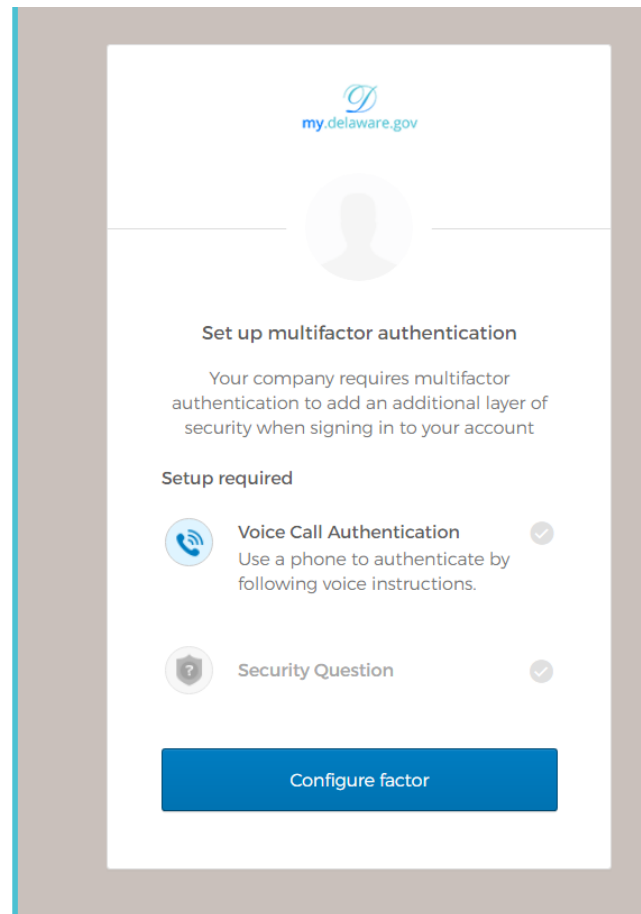
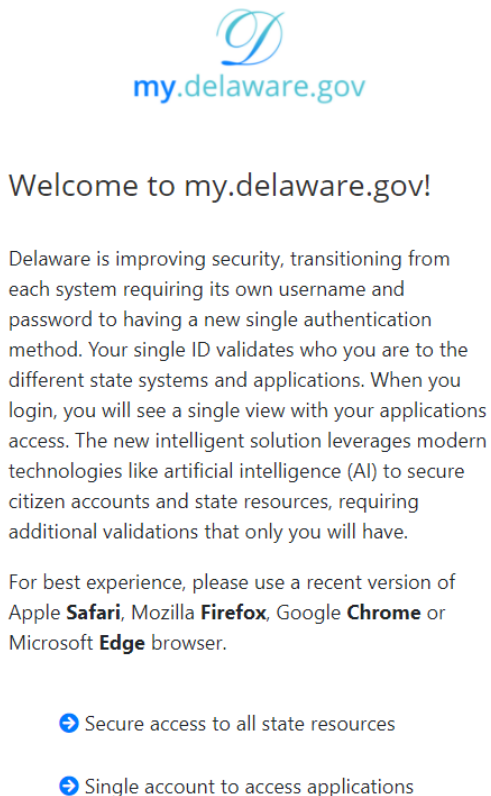


11. Click on the “Activate Account” button. A web browser page with the PIRS Login Page. Click on the “Other Sign In” button



(Continued on the next page)

12. You will be returned to the My.Delaware.Gov application to specify the two required methods of multifactor identification: Voice Call Authentication and Secret Question. These will be used to verify your login and will also provide you the ability to use a different method should you forget one



13. Click on the "Configure factor" button to complete the enrollment for Voice Call Authentication

(Continued on the next page)

14. The screen will change to the following. Enter a phone number and click on the Call button



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- ➔ Secure access to all state resources
- ➔ Single account to access applications

A screenshot of the phone authentication screen on the my.delaware.gov website. The screen has a light gray background. At the top, there is the my.delaware.gov logo and a circular icon with a blue phone handset and signal waves. Below the icon, the text 'Follow phone call instructions to authenticate' is centered. Underneath, there is a dropdown menu showing 'United States'. Below that, there are two input fields: 'Phone number' and 'Extension'. The 'Phone number' field has a small box with '+1' on the left. At the bottom, there is a large blue button labeled 'Call' and a link that says 'Back to factor list'.

(Continued on the next page)



15. You will receive an automated call at the number specified and a verification code will be provided twice for you to enter in the Enter Code box



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- ➔ Single account to access applications

A screenshot of the phone authentication interface on the my.delaware.gov website. At the top is the my.delaware.gov logo. Below it is a circular icon with a blue phone handset and signal waves. The text 'Follow phone call instructions to authenticate' is centered. Below this is a dropdown menu showing 'United States'. Then, there are two input fields: 'Phone number' with a '+1' icon and the number '3025551212', and an empty 'Extension' field. Below these is a 'Calling' button. Then, there is an 'Enter Code' label above an empty input field. At the bottom is a large blue 'Verify' button. A link 'Back to factor list' is at the very bottom.

16. Enter the code provided and click on the Verify button.

(Continued on the next page)

17. The screen will next ask you to provide the second multifactor identification. Click on the “Configure next factor” button.



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A screenshot of the my.delaware.gov website showing the multifactor authentication setup process. The page has a light gray background with a white content area. At the top, the my.delaware.gov logo is on the left and a user profile icon is on the right. Below the profile icon, the heading 'Set up multifactor authentication' is followed by a paragraph: 'Your company requires multifactor authentication to add an additional layer of security when signing in to your account'. Under the heading 'Setup required', there are two items: 'Voice Call Authentication' with a green checkmark icon, and 'Security Question' with a gray checkmark icon. Below these items is a blue button labeled 'Configure next factor'.

(Continued on the next page)

18. On the Setup secret question authentication page, choose one the questions from the dropdown.  
Provide a value in the Answer box and click on the “Save” button”



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- ➔ Secure access to all state resources
- ➔ Single account to access applications

A screenshot of the 'Setup secret question authentication' page on my.delaware.gov. The page has a light gray background. At the top, there is the my.delaware.gov logo and a circular icon with a question mark. Below this, the title 'Setup secret question authentication' is centered. A dropdown menu is open, showing the question 'What is the food you least liked as a chi...'. Below the dropdown is a text input field labeled 'Answer'. At the bottom of the form is a blue 'Save' button. A link 'Back to factor list' is located below the button.

my.delaware.gov

?

Setup secret question authentication

What is the food you least liked as a chi... ▾


Answer

Save

[Back to factor list](#)

(Continued on the next page)

19. You are returned to the Set up multifactor authentication screen. You may optionally choose to configure either one or both of the additional authentication methods. After you have configured your authentication methods, click on the “Finish” button.


  
my.delaware.gov


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my.delaware.gov





### Set up multifactor authentication

You can configure any additional optional factor or click finish

#### Enrolled factors

-  Voice Call Authentication 
-  Security Question 

#### Additional optional factors

-  **Okta Verify**  
Use a push notification sent to the mobile app.
-  **SMS Authentication**  
Enter a single-use code sent to your mobile phone.

(Continued on the next page)

20. A screen similar to the one below will be displayed. You may now begin the Financial Disclosure or logout of the PIRS application

The screenshot shows the Public Integrity Reporting System (PIRS) interface. The header includes the system name, user email (PublicOfficer@gmail.com), and links for Help and Logout. The main navigation bar has 'Profile' and 'Disclosures' tabs. The 'Financial Disclosures' section is active, featuring a filter input field and a table of disclosures. The table has columns for Year, Status, Date Filed, Filed By, and Actions. A single entry for the year 2020 with a status of 'Due' is shown, with a 'Start' link in the Actions column. The footer of the table area shows 'Items per page: 20' and '1 - 1 of 1' with navigation arrows.

| Year ↓ | Status | Date Filed | Filed By | Actions               |
|--------|--------|------------|----------|-----------------------|
| 2020   | Due    |            |          | <a href="#">Start</a> |

If you arrive at the following screen, please contact the Public Integrity Commission.

The screenshot shows the Public Integrity Reporting System (PIRS) interface with an 'Unrecognized User' error message. The header and navigation bar are the same as the previous screenshot. The main content area displays a message box with a warning icon and the text: 'Welcome! We could not find a Public Officer profile that matches your credentials. Please contact the Public Integrity Commission at 302-739-2399 or send an email at [pic@delaware.gov](mailto:pic@delaware.gov) for assistance.'